

Field Reporter Guidelines

Summary

This group aims to encourage EMA members to report events of interest to the EMA community.

Any student might attend an event that is geographically close to where s/he currently lives and report it to the EMA community. The Field Reporter need not be a journalist or a student of journalism; any EMA member can report on any topic of interest and/or related to his/her studies.

The Internal Communication team might reimburse the costs of the Field Reporters' travel expenses and/or application fees for an event up to €100 (one hundred Euros) as long as they have been mentioned in the Application Form. Articles about events which do not require reimbursement are also welcome.

The article will be published on EMA's website <www.em-a.eu> as well as sent by email to all members through EMA's Newsletter.

Requirements

- Must be a member of EMA
- Possess good writing skills in English

Benefits for the Field Reporter

- To attend events of interest with limited covered expenses.
- Reporting events of interest is a good networking opportunity.
- Field reporting might look good on the CV as an extra-curricular activity.

Benefits for the EMA Community

EMA members, in particular readers of the newsletter and surfers of the web, will be constantly updated with news about current events and conferences that might be of interest to them.

Example

Jason, who is currently studying in Paris, was invited to an Asian higher education fair. He speaks perfect French and lives close enough to have a low budget traveling. He wrote a Field Reporter proposal to the IC team, which was accepted. He wrote a 200-word article and a short abstract for the EMA Community with a few cool pictures he took during the meeting, which later were published on the Community's webpage. His entrance fee (15 Euros) and travel expense (22 Euros), as there were approved beforehand, were reimbursed by the IC team. He had a great time in Paris and members of the

EMA know better about this fair and the choices that Asian high education has to offer.

Support from the Internal Communication Team

- Members of the IC editing team will help you with the editing.
- Support with costs as described below in the Terms and Conditions.

Application

- Fill in the Field Reporter application form available at www.em-a.eu.
- The form includes a proposal and an estimate of costs.
- Submit the application by email to internal.communication@em-a.eu to the Internal Communication Team at least two weeks in advance to allow enough time for the IC team to review the proposal and decide whether it will be accepted or not. The Reporter will also need this time to arrange registration or plan the trip to the event.
- The IC team should notify the applicant within 48-hours that the proposal has been received, and reply with a decision within 5 days.

Terms and Conditions

- Field Reporting is only available to EMA members.
- This is a voluntary activity. The Reporter will be reimbursed only for travel or attendance expenses, not for his/her time and effort.
- The Internal Communication Team reserves the right to decide whether a proposal will be accepted or not.
- Decisions whether to accept or reject a proposal are made based on the potential interest of the EMA community in the event and/or the annual budget to support the field reporting activities.
- A proposal might be declined due to:
 1. Lack of interest of the proposed event to the EMA Community.
 2. Unavailable funds.
- In case the proposal is declined due to reason (2) the Field Reporter may still attend the event on his/her own expense. The article resulted from the event will be published and distributed as stated in these Guidelines. Please note that if this is the case, *the Reporter would have to cover his/her own expenses*.
- The decision of the Internal Communication team is final.
- A maximum of 100 Euros per activity will be reimbursed. "Cap" sum.
- In order to be reimbursed, the Reporter must provide original copies of all receipts (bus, underground, train, flights, etc.). Only economy seats on public transport will be refunded. Taxis will not be refunded.
- Registration fees for the event will be refunded provided that the total cost does not exceed the cap sum mentioned above.
- Any fees incurred by the Reporter and not listed in the Application Form will not be refunded later even if original receipts are provided.
- The Internal Communication team reserves the right to edit the contents of the article before publication.
- The article becomes the intellectual property of EMA.
- The Internal Communication Team reserves the right to publish and distribute the article if necessary, using the name of the author or anonymously if the author wishes so.

- EMA Members who would like to report on events which do not require reimbursement of costs are very welcome to do so. In that case, the Reporter should leave the <Reimbursement> section of the Application Form blank.

The Field Reporter's Responsibilities

- On acceptance of a proposal by the Internal Communication team, in order to have the expenses covered, the reporter should provide:
 1. A short article of 200-400 words describing the event attended;
 2. At least 3 pictures of the event, which must:
 - be sent in digital format with resolution of no less than 200 pixels
 - not exceed 500KB of weight each
 - be sent in JPEG format (.jpg)
 3. Links for more information on the event.
- The deadline for the submission of the article and material about the event is one week after the event is over.
- On failure to meet the set deadline and to turn in the article, the Field Reporter will not be reimbursed for his/her expenses.

The Internal Communication Team's Responsibilities

- On receipt of the article from the Field Reporter, Internal Communication Team has to notify the Field Reporter of receipt of the article within 48 hours.
- The article has to be reviewed and edited if necessary by the editors of the Internal Communication Team within 7 days of receipt. The final version has to be sent to the author for a review.
- The Internal Communication team can negotiate the contents of the article with the author if necessary.
- On final acceptance of the article, the Internal Communication Team is responsible for publishing it on the EMA Website with the name of the author or anonymously, if the author wishes so.
- A Reimbursement Form will be sent to the Field Reporter after the article is accepted. S/he should fill it in with the real costs of the event and his/her bank details.
- The Reporter should send all receipts and boarding passes (if applicable), along with the Reimbursement Form by mail to the service provider ICUnet within one week of the end of the event to the following address:

ICUnet.AG
Natalia Spartakova
EMA
Rindermarkt 4
D-94032 Passau
Germany
- Based on the receipts and the projected expenses stated on the Application Form, the real expenses stated on the Reimbursement Form, and on the acceptance of the article, ICUnet will reimburse the Field Reporter to his/her account details within 14 days after receiving the travel or other documents.

- In case there is a difference in the Reporter's real expenses and the projected expenses stated in the Application Form, the Internal Communication Team reserves the right to reimburse the Reporter with the lowest amount unless the Reporter presents a plausible justification. In any case, the total amount to be reimbursed still cannot go over the total of €100 (one hundred Euros).